

SECRET

25 AUG 1970

MEMORANDUM FOR: Executive Officer

SUBJECT : Significant Accomplishments FY 1970  
Administration and Training Staff

REFERENCE : Memo from Adse dtd 30 July 1970; subject:  
Office of Security Significant Accomplishments  
FY 1970

1. In response to reference, the following Administration and Training Staff significant accomplishments during FY 1970 are submitted:

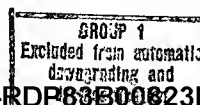
(a) General administrative support of all types was rendered to Office of Security personnel, activities and facilities on a continuing basis during the entire fiscal year.

(b) Through a review of excess property listings, necessary equipment with a value of \$57,250 was secured for Office of Security use at no additional cost to the Government.

(c) Through space recommendations made and carried out by the Logistics Officers, a total of 1200 square feet of space in SR&CD was made available for filing and other purposes. The acquisition of a Xerox duplicating machine at the suggestion of the Logistics Branch resulted in retiring obsolete machines requiring a full time operator.

(d) The Logistics Branch assisted in realigning the Badge Office in such a manner that more equipment permitting a more efficient operation was installed with no increase in space.

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(e) A total of 66 Quality Step Increase awards were granted to OS Career Service personnel.

(f) Procedures were streamlined within the Personnel Branch which has resulted in elimination of overlapping duties by Personnel Officers and in reduction of paperwork.

(g) A total of nineteen (19) suggestions were evaluated during the year; ten (10) were adopted, eight (8) were declined, others are still pending. A total cash award of \$10,910 was granted for the eight (8) suggestions deemed eligible for cash awards. Certificates were awarded on the other two adopted.

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(h) Initial Security briefings were given to [ ] employees entering on duty and the six-hour Security Indoctrination Program was given to [ ] new employees.

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(i) Security Orientation Briefings were given to [ ] new "summer only employees."

(j) The Security Reindoctrination Program III, now incorporated into the monthly "CIA Review Course", was presented to [ ] employees returning from overseas assignments.

(k) Orientation to Overseas Security briefings were given to [ ] dependent wives preparing to accompany their spouses abroad.

(l) Special ad hoc Security programs were scheduled for individuals and groups unable to attend scheduled programs. A total of 944 persons attended these briefings and programs.

(m) Two-hundred and three (203) Security employees were enrolled in OTR courses and forty-six (46) attended external training courses, including the major schools such as the Armed Forces Staff College and the Harvard Program for Management Development.

(n) Individually tailored training programs were prepared and given to [ ] OS careerists preparing for specific overseas assignments.

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(o) The following Security courses were prepared and presented to Security careerists:

Special Agents Training Course	(3 weeks to 10 students)
Physical Security Course	(4 weeks to 8 students)
Senior Agents Seminar	(1 week to 24 students)
Security Officers Field Course	(1 week to 16 students)



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Chief, Administration and Training Staff

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### OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Officer	25 AUG 1970	<i>N/A</i>
2	<i>C/EPD</i>	<i>8/26/70</i>	<i>P</i>
3		<i>8/26/70</i>	<i>ES</i>
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Chief, A&TS	25 AUG 1970